



CIVIL SERVICE COMMISSION

COMMISSIONERS
John Costa - Vice Chair
Ron Le Doux
Don Nelson
Andrae Randolph - Chair
Rick Ward

Monday, July 10, 2017

Meeting Minutes

145 Fulweiler Avenue, Suite 200
Auburn, California 95603

Lori Walsh, Human Resources Director
Paula Hood, Commission Clerk
Main Office: 530.889.4067
www.placer.ca.gov

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MEETING LOCATION:

Placer County Child Support Services

1000 Sunset Blvd. 2nd Floor
Rocklin, CA 95765 --- 530.889.4060

3:00 PM OPEN SESSION

Roll Call –Commissioner Costa was absent.

Flag Salute – Led by Commissioner LeDoux.

I. Agenda Approval

It was moved by LeDoux and seconded by Nelson that the agenda be approved. Motion carried unanimously.

II. Approval of Minutes from previous special meeting June 22, 2017

Commissioner Randolph adopted the Minutes from the previous special meeting.

III. Public Comment: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

IV. Old business

Request to create the classification specification of Staff Services Manager, salary grade MGMT426.

It was moved by LeDoux and seconded by Ward that the Commission approve the creation of the class specification of Staff Services Manager, salary grade MGMT 426. Motion carried unanimously.

V. New Business

- A.** Request for approval to extend Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C)(5)(c) for employees assigned to the Department of Administrative Services, Library, and Health and Human Services (2).

It was moved by Nelson and seconded by LeDoux that the Commission approve the work out of class request submitted by the Department of Administrative Services. Motion carried unanimously.

It was moved by LeDoux and seconded by Nelson that the Commission approve the work out of class request submitted by the Library. Motion carried unanimously.

It was moved by LeDoux and seconded by Nelson that the Commission approve the two work out of class requests submitted by the Health and Human Services. Motion carried unanimously.

- B.** Request for approval of the results of the Fiscal Study pertaining to the Accountant/Auditor Series:

1. Request to approve the proposed revisions to the classification specifications for the following classifications:

- a. Revisions to the classification specification of Accountant Auditor I with classification specification updates and title change to Accountant I.
- b. Revisions to the classification specification of Accountant Auditor II with classification specification updates and title change to Accountant II.
- c. Revisions to the classification specification of Accountant Auditor, Senior with classification specification updates and title change to Accountant, Senior.

- d. Revisions to the classification specification of Accountant Auditor, Supervising with classification specification updates and title change to Accountant, Supervising.

It was moved by Nelson and seconded by LeDoux that the Commission approve the revisions to the classification specifications including title change. Motion carried unanimously.

- 2. Request to approve the creation of the following classifications:
 - a. Auditor I at the recommended salary grade of PROF 208 (\$4606.62-5599.40 monthly)
 - b. Auditor II at the recommended salary grade of PROF 220 (5332.86-6482.11 monthly)
 - c. Auditor, Senior at the recommended salary grade of PROF 232 (\$6173.38-7503.79 monthly)
 - d. Accountant, Supervising at the recommended salary grade of MGMT 424 (6403.39-7783.38 monthly)

It was moved by Nelson and seconded by LeDoux that the Commission approve the creation of the Auditor classification series and the Accountant, Supervising at the recommended salary grades. Motion carried unanimously.

- 3. Request for the administrative placement of the incumbents into the recommended classifications as indicated on the allocation spreadsheet, pursuant to Placer County Code section 3.08.480.

It was moved by Nelson and seconded by LeDoux that the Commission approve the placement of the incumbents as indicated on the allocation spreadsheet pursuant to County Code Section 3.08.480. Motion carried unanimously.

- C. Request for approval to reclassify an Executive Secretary to the classification of Administrative Technician and the non-competitive promotion of the current incumbent at the County Executive's Office-General Liabilities division.

It was moved by LeDoux and seconded by Nelson that the Commission approve the reclassification and non-competitive promotion of the current incumbent. Motion carried unanimously.

- D. Request for approval of revisions to the classification specification of Economic Development Specialist and Economic Development Specialist-Senior.

It was moved by Ward and seconded by LeDoux that the Commission approve the revisions to the classification specifications. Motion carried unanimously.

VI. COMMUNICATIONS - Reports to the Commission are informational items only. No action will be taken.

- A. Provisional Appointments – (One) Library
- B. Staff Reports and Correspondence
 - 1. Staff updates
Nothing to report.
- C. Commissioner Comments
No comments.

CLOSED SESSION – 4:40 p.m.

VII. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3 Section 3.04.650.

OPEN SESSION 5:02 p.m.

- VIII. Report of action taken in closed session pursuant to Government Code Section 54957.1. **No action to report.**
- IX. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
It was moved by LeDoux and seconded by Ward that the classified merit increases be approved. Motion carried unanimously.
- X. **Adjournment 5:10 p.m.**

There being nothing further to come before the Commission, it was moved by LeDoux and seconded by Ward that the meeting be adjourned. Motion carried unanimously.

PLACER COUNTY CIVIL SERVICE COMMISSION



Andrae Randolph, Chair

Paula Hood, Commission Clerk